

DDA 76-4329

27 AUG 1976

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Proposed Headquarters Notice Relating  
to Records Control Schedules and the  
Destruction Moratorium

1. Attached hereto is a proposed Headquarters notice dealing with our current program of records control schedules and the directly related question of the moratorium relating to destruction of Agency records. The proposed notice has been fully coordinated with appropriate Agency offices, and your signature is recommended.

2. For your information, in the course of our routine liaison with officials of the National Archives and Records Service, we have shown them this notice in draft form. They are most favorably impressed and stated that it is completely satisfactory to them.

3. The Office of Legislative Counsel proposed that the text of this notice, with an appropriate introduction, be published in the Federal Register to serve as public notice of our current policy. OLC has had discussions with various Congressional staff members who felt such publication would be in the public interest. We certainly pose no objection and would recommend that the full text of the notice be published as written, with the only changes being an appropriate introductory comment and a submitting signature of the DDA.

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John F. Blake

Attachment

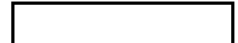
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This Notice Expires 1 April 1977

RECORDS AND CORRESPONDENCE



## RECORDS CONTROL SCHEDULES AND THE DESTRUCTION MORATORIUM

1. CIA has statutory obligations (44 U.S.C. 33) to obtain approval of the Administrator of General Services for the retention and destruction of records. The mechanism for obtaining this approval is the submission of records control schedules to the National Archives and Records Service (NARS) for approval by the Archivist of the United States. GSA Bulletin 17A-62, dated 22 January 1976, requires Federal agencies to submit to NARS updated records control schedules by 31 December 1976. In a memorandum dated 20 April 1976, the DCI directed that Agency records control schedules be updated by 30 September 1976 and processed through the Directorate of Administration for approval by NARS prior to the destruction of records.

2. Senate Resolution 21, dated 21 January 1975, established the Senate Select Committee to Study Governmental Operation With Respect to Intelligence Activities. The Senate leadership requested in a letter dated 27 January 1975 that the Agency not dispose of any records or documents bearing on the subjects under investigation by the Select Committee. In a memorandum dated 28 January 1975, Mr. Colby directed that any records or documents that may have a bearing on Senate Resolution 21 not be destroyed. This was extended to include practically all Agency documents. This hold on destruction has since been referred to as "the moratorium." In a letter to the Senate leadership dated 22 June 1976, the DCI extended the moratorium on destruction of records until 10 December 1976.

3. CIA policy on destruction of records is that:

- a. All records, including those falling under General Records Schedules, will be covered by records control schedules approved by NARS (with a copy provided to the Senate Select Committee on Intelligence) prior to their destruction.
- b. Routine administrative records not involved under Senate Resolution 21 that are scheduled for immediate destruction will be destroyed upon receipt of NARS approval and after appropriate clearance from the Senate Select Committee.
- c. Records involved under Senate Resolution 21 that are scheduled for immediate destruction will be destroyed after NARS approval, and appropriate clearance from the Senate Select Committee but in no case prior to 10 December 1976.

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RECORDS AND CORRESPONDENCE



- d. Any Agency documents and materials that are identified by the General Counsel as the subject of litigation or of possible litigation, or as of interest in matters under investigation by the Justice Department, will not be destroyed without the prior approval of the General Counsel. This includes documents and materials relating to Freedom of Information Act and Privacy Act requests to the Agency.
- e. Extra copies of documents preserved only for convenience of reference or for distribution stocks of publications may be destroyed when no longer needed.

4. Questions on the implementation of this policy should be directed to your component records officer.



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E. H. Knoche  
Deputy Director of Central Intelligence

DISTRIBUTION: ALL EMPLOYEES (1-6)

## CENTRAL INTELLIGENCE AGENCY

### Records Destruction Policy

On September 7, 1976 a notice was issued to all CIA personnel setting out policy and procedures for the control of records destruction. The purpose of this Notice is to insure that destruction of unnecessary or improperly maintained records is carried out in the manner prescribed by statute and by clearance of the Senate Select Committee on Intelligence.

Records subject to the moratorium on destruction will not be destroyed prior to December 10, 1976.

The text of the Notice is as follows:

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John F. Blake  
Deputy Director for Administration

Dated \_\_\_\_\_

Approved For Release 2002/11/18 : CIA-RDP86-00895R000100050013-5

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